

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW #1463-25

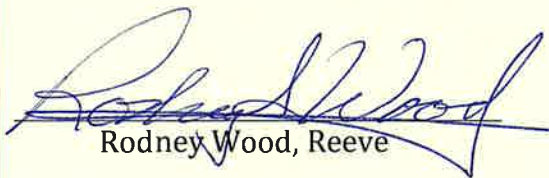
Being a by-law to adopt a policy for the hiring of employees  
for the Corporation of the Township of Hilton.

**WHEREAS** Section 270 of the Municipal Act, S.O. 2001, c. 25, and amendments thereto,  
provides that Councils shall adopt policies with respect to the hiring of employees;

**NOW THEREFORE** the Council of the Township of Hilton **HEREBY ENACTS AS  
FOLLOWS:**

1. **THAT** the Council of the Corporation of the Township of Hilton hereby adopts the  
Hiring Policy as set out in Schedule "A" of this by-law.
2. **THAT** any previous Township of Hilton Hiring Policies are hereby rescinded.
3. **THAT** this by-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this 9<sup>th</sup> day of July 2025.

  
Rodney Wood, Reeve

  
Sara Dinsdale, CAO/Clerk-Treasurer

**Schedule “A” to By-Law #1463-25**

**Subject:** Hiring Policy and Procedures  
**Source:** By-Law 1463-25  
**Date:** July 9, 2025

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**POLICY:**

The Township of Hilton is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, age, marital/family status or disability.

Employment decisions are based on an individual’s qualifications and competencies, focusing on skills, training and overall ability to perform the work. The goal is to have the best person hired to meet the needs of the job in all its aspects.

**PURPOSE:**

The purpose of this statement of policy and procedure is to provide a systematic, equitable approach to hiring and to ensure compliance with legislative requirements.

**SCOPE:**

All staff and members of Council involved in hiring shall follow the responsibilities and duties as outlined in this policy.

**DEFINITIONS:**

“Casual Labour” shall mean personnel required on a non-repetitive, short-term or emergency basis.

“Part-Time Labour” shall mean personnel required for less than full time but required for regularly defined or scheduled duties.

“Relative” shall mean any person who is a spouse, same-sex partner, child, sibling, or parents of an employee or member of Council or similarly related by marriage (in-laws).

**ADMINISTRATIVE RESPONSIBILITIES:**

**A. Application and Selection Process**

1. The Corporation’s objective is always to hire the most competent and qualified applicant.
2. The selection process will be based equally on qualifications, skills, training and the ability to perform the work.

3. Where a conflict of interest exists, the employee or member of Council with the conflict shall declare such at the beginning of the process.
4. Once a position has been identified it will be the responsibility of the CAO/Clerk, or his/her designate, to ensure the job description for the position to be filled is accurate and has been provided to the Council.
5. A hiring requisition shall be submitted to and approved by Council to initiate a request for additional or replacement permanent or part-time staff.
6. All positions will be publicly advertised on the Township's website and through a local publication. Council may, at its discretion, direct additional advertising for the position be carried out.
7. All applicants must complete an application form and/or prepare a resume and submit such to the CAO/Clerk or other designated person outlining their qualifications and experience as specified in the posting.
8. The Personnel Committee shall consist of the CAO/Clerk-Treasurer, three Councillors with the option to add other members of Council as alternate members in the absence of appointed members.
9. The CAO/Clerk or other designated person will review all application(s) entered into the competition by the closing date and create a short list from which candidates will be selected for an interview. The Personnel Committee will participate in all interviews.
10. All selection interviews will be conducted in a professional and ethical manner. Questions relating to an individual's background and experience must be in accordance with the Ontario Human Rights Code.
11. Any candidate who deliberately misrepresents information at any stage of the recruitment process will be eliminated from the selection process.
12. Consideration for entitlement for interview expensed for out-of-town candidates is discouraged and shall be determined prior to any interviews being conducted. Requests of this nature shall require prior approval by Council.
13. Candidates being considered for hire may be requested to complete employment tests deemed necessary to determine their skills, knowledge or ability to perform the job.
14. Candidates being considered for hire shall provide proof of educational background, associated training and certificates, as requested. The inability of a candidate to provide such documentation may result in elimination from the selection process.
15. Once the interviews are completed and the successful candidate has been approved by resolution of Council, the CAO/Clerk, or his/her designate, will contact the candidate

and make a conditional offer of employment. It will be conditional on the requirements of Clause 17 not disqualifying the candidate.

16. The CAO/Clerk, or his/her designate, will notify all candidates who received an interview of their status in the competition.
17. New employees will be required to provide a copy of a current criminal record check prior to commencing employment with the Corporation. A current copy of their Provincial Driving Record may also be requested where it is a necessary qualification for the position.
18. The costs associated with providing the aforementioned documentation shall be reimbursed upon signing of an employment contract.
19. New employees may be required to provide a copy of a completed medical certificate.
20. The CAO/Clerk, or his/her designate, will be responsible for general new hire orientation and administration of benefits and pension plan.
21. General Health and Safety training for all employees will be coordinated by the CAO/Clerk, or his/her designate.

#### **B) Hiring of Casual Labour**

1. The affected Department Head will contract casual labour as needed on a 'best qualified on limited notice' basis. Hiring of casual labour shall be preauthorized by Council.

#### **C) Hiring of Relatives**

1. The relative of an employee or member of Council may be hired provided that an application has been processed in the normal manner and the candidate is the best-qualified person with respect to the employment standards required for the position.
2. No employee or member of Council shall participate in the hiring or discipline of an employee to whom they are a relative.
3. It is the responsibility of the employee or member of Council to declare in advance a possible conflict in the case where an individual being considered for a position is a relative.
4. No employee or member of Council may be in a position responsible for the handling of confidential material related to the performance or evaluation of an immediate relative.
5. An employee cannot be hired to a position that would result in a direct reporting relationship between relative unless prior written approval is received from Council.